

State of Nevada Motor Pool Division Vehicle use Handbook

A guide to the policies and procedures for the use of Motor Pool Vehicles

Revised February 2012



Please direct questions or comments to the Motor Pool Administrator by email at ccmpool@admin.nv.gov or phone 775-684-1880

Website: www.motorpool.state.nv.us

None of the provisions in this manual supersede the rules or regulations as published in the State Administrative Manual (SAM).

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Authorized Vehicle Use

All operators must have a valid driver's license of appropriate class in their possession while operating a state vehicle. Motor Pool vehicle's must be operated in a safe, courteous and responsible manner and in full compliance with all traffic laws and parking regulations. All complaints received by the Motor Pool regarding a driver will be reported to the agency head of the renting department.

Authorized Drivers

Persons authorized to drive a motor pool vehicle include State Employees, Board Members, Contract Workers or Volunteers. Any other person riding as a passenger or driving the vehicle is prohibited. This provision does not prohibit agencies from transporting clients, patients or other passengers in connection with official State business. Please contact motor pool if you have any questions regarding who may drive or ride in a motor pool vehicle.

Animals

Animals are prohibited from traveling in the passenger compartment of all motor pool vehicles; service animals are exempt. Pets are prohibited.

Transporting Children

Drivers are responsible for ensuring all children are transported in accordance with all Nevada and Federal Child safety seat laws.

The Department of Public Safety, Office of Traffic Safety Division is your resource for all current laws and questions.

You may also access Motor Pool's website at <http://motorpool.state.nv.us> for information on transporting children.

Fueling Procedures

Each Motor Pool vehicle is assigned a minimum of two fuel cards (1) one NDOT fuel card is issued and (1) one fuel card is issued from the current contracted fuel vendor. Some vehicles may have a (3rd) third fuel issued for the purchase of specialty fuels or more commonly known as alternative fuels.

Fuel cards are **only authorized to be used** to purchase fuel and car washes.

Fuel cards are assigned to specific vehicles and are not authorized to be used for any other vehicle.

Unauthorized use of the fuel cards will be reported to the renting agency administrator and/or the Attorney General's office for investigation. Any unauthorized purchases will be billed back to the using agency.

Lost or stolen fuel cards must be reported **immediately** to the Carson City Motor Pool office. Failure to report missing fuel cards will result in the agency being charged for any purchases made on the fuel card.

Authorized Fuels

The operator is responsible for ensuring the vehicle is fueled with the correct fuel type – motor pool has many alternative fueled vehicles within the fleet. Please ask for assistance if you do not know which fuel your vehicle uses.

Standard grade unleaded – higher grades are prohibited

Ethanol or commonly known as E85

Compressed Natural Gas or commonly known as CNG

Diesel

Bio Diesel

Propane

Alternative Fuels Program

Motor Pool is required by NRS486A and EPacT to purchase alternative fueled vehicles and to use alternative fuels in those vehicles. Motor Pool utilizes all available forms of alternative fuels: CNG, E85, Propane, Bio Diesel, Hybrid, and RFG and is continually researching further alternatives.

Motor Pool maintains a large percentage of alternative fueled vehicles within our fleet and strives to be a green fleet leader.

Please contact Motor Pool for information regarding the different types of vehicles and the procedures for fueling them.

Fueling Locations

A directory of fueling locations for both NDOT and Contracted Fuel Provider is located in the glove box of each motor pool vehicle. You may also access motor pools website for a directory www.motorpool.state.nv.us.

Non-reimbursable Expenses

Motor Pool will not be responsible for payment or reimbursement of vehicle expenses resulting from the following: running out of fuel, charges for lost or misplaced keys, parking charges, traffic tickets, parking citations, fuel charges for failure to fuel at designated fueling facilities, towing (when not a result of mechanical failure).

Alcohol, Drugs, and Smoking

Consumption of any amount of alcohol or the unlawful usage of drugs while operating a state vehicle is prohibited.

Per SAM 1302.0 smoking is prohibited in state vehicles

Operator Responsibilities

Operators are responsible for ensuring motor pool vehicles are serviced in accordance to motor pool's established preventive maintenance service intervals – please reference the maintenance section of this manual.

Operators should perform a pre-trip inspection of the vehicle before operating it.

Visually inspecting all tires for abnormal wear or deflation, visually inspect the vehicle for any signs of damage or deficiencies. Contact motor pool immediately if you find anything wrong with the vehicle.

Any abnormal tire wear, body damage, fuel, oil or water consumption or other irregularities should be reported as soon as possible to the local Motor Pool office.

Failure to Observe Motor Pool Policies

Policies pertaining to the use of motor pool vehicles are provided in this manual as an aid to State employees. Should any questions arise concerning these policies, contact the Motor Pool Administrator's office in Carson City. Failure to observe Motor Pool policies while operating a motor pool vehicle may subject the individual and/or agency to liability for vehicle expenses incurred and/or revocation of Motor Pool vehicle use privileges.

Addition of Accessory Equipment

Agencies are authorized to add accessory equipment to Long-Term assigned vehicles only. The using agency is responsible for the purchase of the add-on equipment and for any ongoing repair expenses to add-on equipment. Agencies must request approval in advance from the Motor Pool Administrator prior to adding new equipment to a Motor Pool vehicle. Agencies will not be reimbursed for add-on equipment upon return of the vehicle to motor pool; however, they may remove and retain the added equipment for future use. Examples of add-on equipment include but are not limited to: snow plows, tool boxes, protective cages, police radios, window tint, special markings, light bars, and police equipment. Please contact the Motor Pool Administrator if you have any questions regarding this issue.

Maintenance and Repair Procedures

Agencies must have prior authorization from motor pool before any repairs can be completed.

Agencies are instructed to contact their local motor pool to schedule a service appointment or for authorization and instructions prior to sending a vehicle to a vendor for repair. Agencies with vehicles based in rural locations are instructed to contact the Carson City Motor Pool for authorization.

Maintenance Schedules

Motor Pool vehicles are serviced at 5000 mile intervals. Vehicles that are driven less than 5000 miles in a one year period are required to be serviced annually.

All motor pool vehicles are equipped with snow rated tires at all times.

Tires are replaced when the tread depth reaches a minimum depth of 6/32.

Transmissions are serviced at 50,000 miles and tune ups are performed per the manufacturer's recommendations.

All other maintenance items follow the manufactures recommendations

Spare Tire, Jack, Snow Chains, and Other Accessories

Some models will have a spare tire, jack and jack handle, many new model vehicles do not have spare tires. Vehicles not equipped with a spare tire will have a tire pump and sealant canister. The renting agency will be responsible for returning the vehicle with all items listed above. Snow chains will be provided upon request. The renting agency will be billed for replacement items that are missing at the time the vehicle is returned.

Condition and General Appearance

Agencies assigned Motor Pool vehicles are required to maintain them in a neat, clean, and presentable manner.

Car Washes

The presentation of your state vehicle is paramount to motor pool and we encourage agencies to utilize motor pool services to ensure their vehicle is clean and presentable.

The Carson City and Reno Motor Pool provide car wash services free of charge to agencies leasing motor pool vehicles.

Agencies based in Las Vegas and rural location must contact the Carson City Motor Pool for local procedures and car wash vouchers.

Roadside Assistance

In the event of a mechanical failure during **normal Motor Pool hours**, contact the office listed for your location.

Las Vegas Metropolitan area – Las Vegas Motor Pool 702- 486-7050

Reno/Sparks Metropolitan area – Reno Motor Pool 775 - 688-1325

Carson City, Gardnerville, Minden, Dayton, and Rural areas (Ely, Elko, Austin etc.) –

Carson City Motor Pool 775 - 684-1880.

For 24 hour roadside assistance follow the instructions located on the roadside assistance flier located in the vehicles glove box.

Accident and Incident Reporting Procedures

All accidents or incidents involving a Motor Pool vehicle must be reported to the Motor Pool Division, Risk Management Division and the Attorney General's office within 48 hours. An accident report packet is located in the glove box of your vehicle or may be obtained from motor pools website.

If you are involved in an accident follow these procedures:

1. Stop at once.
2. Check for injured parties.
3. Notify Police and give exact location and advise if there are injuries.
4. Collect witness statements, names, addresses and phone numbers, have them sign and return witness cards (cards are contained in accident packet in glove compartment).
5. Obtain information on other party's **INSURANCE COMPANY** (policy number and name).
6. Give "Self insurance program information card" to other party(s). **DO NOT ADMIT LIABILITY.**
7. Complete a Vehicle Accident Form (RSK-001).
8. Within 48 hours send a copy of the completed form (RSK-001) to the Motor Pool, Risk Management and the Attorney General's office.
9. It is the responsibility of the agency to secure and forward to the Motor Pool and Risk Management any police reports that relate to the incident.

Motor Pool requires all vehicles that have been involved in an accident to be inspected prior to being placed back into service. Contact your local motor pool for instructions.

Nevada State law requires that a driver involved in an accident submit a report on Form No SR-1 to the Department of Motor Vehicles within 10 days in the event that property damage exceeds \$750.00 to any one person or for any personal injury or death.

Proof of Insurance

NRS 485.370 specifically exempts State vehicles from being required to have proof of insurance in each vehicle.

Accident Responsibility

Insurance deductibles will be billed to the using agency for all accidents where the operator is found to be at fault. At fault repairs will be billed back to the using agencies if the repair cost is less than the deductible. For accidents not found to be the fault of the

State driver, the renting agency will not be held liable for damages, except for instances whereby the driver or agency failed to obtain the at fault parties contact information.

Citations and Violations

All citations, parking tickets, etc. are solely the responsibility of the driver of the vehicle.

Forms

Daily Vehicle Request – MP-2

The daily vehicle request form (MP-2) represents the rental contract between the renting agency and the Motor Pool.

Rental request must be faxed to the motor pool location the driver wants to pick up the vehicle from.

Short term rentals (less than 14 days) the driver must make a reservation with the Motor Pool location where he plans to pickup the vehicle.

The driver must have a completed MP-2 when he arrives to pickup the vehicle.

The MP-2 must be signed by the approving authority in order to be valid. Failure to have the form signed may result in denial of a Motor Pool vehicle.

Monthly Vehicle Trip Report – MP-3

Agencies assigned a vehicle on a monthly basis are required to submit a monthly vehicle trip (MP-3) report to motor pool at the end of every month.

The reports must be submitted in a complete and accurate form to the Carson City Motor pool office within five (5) working days after the end of the month.

Failure to submit timely reports will result in a late fee being assessed for each day late.

Long Term Assigned Vehicle Request – MP-5

Agencies requesting the assignment of a motor pool vehicle for a period of more than 14 days shall submit such request to the Motor Pool Administrator on Form MP-5. The form is located motor pool's website

Upon review, the Motor Pool Administrator will make a determination based on the information submitted, availability of vehicles for assignment and other additional information concerning past and proposed vehicle use.

Out of State Travel

Motor Pool vehicles are approved for out-of-state travel.

Home Storage

Home storage of motor pool short term vehicles must be approved by the Motor Pool Administrator.

Home storage of long term assigned motor pool vehicles is discouraged and the operator must have approval from the using agency head.

Motor Pool Locations

Reno

2550 Terminal Way
Reno, NV 89502
(775) 688-1325
Fax: (775) 688-1309
HOURS:
Monday thru Friday
7:00 a.m. to 7:00 p.m.
rnomp@admin.nv.gov

Carson City

750 E King St.
Carson City, NV 89701
(775) 684-1880
Fax: (775) 684-1888
HOURS:
Monday thru Friday
7:00 a.m. to 7:00 p.m.
ccmpool@admin.nv.gov

Las Vegas

7060 La Cienega St.
Las Vegas, NV 89119
(702) 486-7050
Fax: (702) 486-7042
HOURS:
Monday thru Friday
7:00 a.m. to 7:30 p.m.
lvmp@admin.nv.gov

